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19 February 19[illegible]

TO: Acting Deputy Director (Administration)

SUBJECT: HR 70-2 Weekly Report for Week Ending 19 February 1954

25X1C

1. General

[redacted]

2. Projects and Studies in Process

a. Replacement of Motor Vehicles for FY-54 - (new item)

A study has been initiated to determine how many vehicles presently operated by CIA should be replaced during this fiscal year. It is anticipated that the number of vehicles required under present budget justification will exceed the number to be replaced.

3. Staff Item of Interest

a. Orientation of Personnel Transferred to the Logistics Office - (new item)

The first phase of a general orientation of General Services Office personnel transferred to the Logistics Office on 15 February 1954 was conducted on 16 February 1954. This briefing consisted of a general welcome and a briefing which covered the mission, organization and functions of the Logistics Office.

4. Administration

a. Logistics Support Course - (continued item)

The second Logistics Office support course began on 15 February 1954. Student enrollment for this course is seventeen (17).

b. Agency Regulations - (continued item)

Proposed Change #3 to Regulation [redacted] was forwarded to the Regulations Control Staff for final coordination and publication.

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5. Transportation Division

a. Chauffeur Training - (new item)

Initial studies of motor pool operations during the month of January, 1954, indicate that certain deficiencies exist in operating techniques and procedures. In order to correct these deficiencies, action is being taken to establish a dispatcher and chauffeur training program.

b. Operational Statistics, Week Ending 18 February 1954 - (continued item)

(1) Trucking Operations:
(a) Tonnage Moved - 18 tons (out of town)
(b) Total Truck Mileage - 7,506 miles

(2) Cargo Operations:
(a) Total Air Shipments - 14
(b) Tonnage Moved - Air - .15 tons
(c) Total Surface Shipments - 40
(d) Tonnage Moved - Surface - 5 tons

(3) Personal Property Shipments:
(a) Incoming Personal Property - 4
(b) Outgoing Personal Property - 9
(c) Incoming Privately-Owned Automobiles - 2
(d) Outgoing Privately-Owned Automobiles - 2

6. Supply Division

a. Military Logistics Training - (new item)

Arrangements have been made whereby four (4) personnel from the Supply Division will take the Military Logistics Course conducted by the University of Maryland in the Pentagon. This course is given after normal duty hours.

25X1A6a

b. Alarm System - [redacted] - (new and completed item)

A three-way disaster alarm buzzer system has been installed at this depot. This installation will make a definite improvement in the internal security of the warehouse.

7. Procurement Division

25X1A5a1

a. Contract with [redacted] - (new and completed item)

25X1A [redacted] receiving sets were concluded on 17 February 1954. Final bid was $94,[illegible] or $5,708. under the initial proposal which was in the amount of $100,350.

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b. Settlement Agreements - (continued item)

25X1A5a1 (1) [redacted] - Final settlement of Contract XG-[illegible] with the above company resulted in a reduction of $38,693.82 in the origin[illegible] contract price.

25X1A5a1 (2) [redacted] - Final settlement of [illegible] 25X1A [redacted] with the above company resulted in a reduction of $[illegible],824.[illegible] in the original contract price.

c. Contract Documents and Requisitions - (continued item)

(1) Contracts

Contractor	Commodity & Quantity	Dollar Value
25X1A5a1 [redacted]		

(2) Requisitions - By Division Branch

	Special Purch.	Military Purch.	Contract	Purchase Orde[illegible]	Total
Brought Fwd.	10	5	92	162	[illegible]
Received	53	18	7	143	[illegible]
Completed	41	17	11	164	[illegible]
Pending	22	6	88	81	[illegible]
Amt.Oblig.	$14,423.63	$13,[illegible]77.54	$218,008.00	$144,189.85	$389,[illegible].12

8. Real Estate and Construction Division

a. Additional Charges for [redacted] - (new item) 25X1A6a

25X1A6a The [redacted] has imposed parochial rates of approximately $1,000.00 per annum on space occupied by the Agency [redacted]. Payment of these rates have been approved and action will be taken for paymen[illegible].

JAMES [illegible]. GARRISON
Chief [illegible]f Logistics

LO/SS/ARL:mk (19 Feb 1954)

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